

OTR 80-8019

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FILE

4 MAR 1980

MEMORANDUM FOR: Director of Logistics

ATTENTION: Chief, Real Estate & Construction
Division, Office of Logistics

FROM: Donald E. Smith
Director of Training

SUBJECT: Request for Delegation of Contracting
Authority [] Grounds Maintenance
Services (C)

1. This memorandum is a request for contracting authority to be delegated to [] for the execution and administration of a grounds maintenance service contract. The Government estimate for this work to be conducted over approximately a 20-week period is \$15,000. (C)

2. For the past four years, [] has required contractual assistance for performing mowing, plowing, and minor landscaping functions at [] installation. It is the intent of [] to again solicit for bids and to award a contract for this seasonal-type work. The same contractual conditions and terms previously approved by the Director of Logistics will once again apply. (C)

3. It is requested that the Director of Logistics delegate to [] the authority to execute and administer a grounds maintenance service contract in an amount not to exceed \$15,000. The contract will be executed no later than 30 May 1980, and contract administration will be in accordance with []

CONFIDENTIAL

DL 0-1018

25X1
SUBJECT: Request for Delegation of Contracting
Authority [] Grounds Maintenance
Services (C)

25X1 [] Funds are available in [] Fiscal Year
1980 budget for performing this type of work. (C)

[]
for Donald E. Smith

APPROVED:

25X1 for []
Director of Logistics

12 MAR 1980

Date

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